

16 February 1978

RECORDS REVIEW PROCEDURE

INDEX TO REVIEW ACTIONS AT WNRC

Rescinded
3/24/78
RRP 78-6

1. A 3x5 index of materials reviewed by RRB personnel at WNRC/Suitland will be maintained at Headquarters by a clerical assigned this specific duty. The purpose of the index is to avoid multiple reviews of the same document and to assure uniformity of action taken on the same document.

2. The file will be established by report series. Thus, at present there will be an series. Each of these have a unique numbering system. STATINTL

3. Some materials may not have a unique number, such as administrative records; however, they may have Registry Numbers, which are unique but may not run as consecutively as those in reports series. Nevertheless, the Registry Number can be used, taking care that the originator's number only is used. Materials of this kind can be divided into the DCI and the Directorate series.

4. The clerk will enter on a 3x5 card pertinent information from the Form 4023A completed by the reviewer when the initial action is taken. This will include:

- a. Unique number in upper right hand corner.
- b. Date of document.
- c. Review date.
- d. Review number.
- e. Action taken, as follows:

- TS - Original classification retained.
- S - Classification retained or the document was downgraded from TS.
- C - Classification retained or the document was downgraded from TS or Secret.
- U - Document was declassified.

5. Once the basic file is established, CIA documents to be reviewed at NARS will be checked against the file before review by RRB personnel. This process will begin with the reviewers obtaining NARS-prepared work sheets for materials to be reviewed the following week.

6. Using the work sheets, the clerk will check the unique numbers of the CIA documents against the card index. When a card is found indicating that action has already been taken on a particular document, the work sheet will be stamped in the appropriate column, using the stamp provided by NARS. The clerk will then enter the review date shown on the card file, the reviewer's number, and the final classification action. The work sheets will be returned to the appropriate reviewer.

7. Reviewers will use the work sheets on their next and succeeding visits to Suitland, entering on the documents found to have been previously reviewed the information provided on the work sheet. Reviewers will account for such actions on their productivity reports. Because a second Form 4023A will not be completed, production statistics may exceed the total of those shown by totalling the Form 4023As.

Doc. No.: _____

Doc. Date: _____

Review Date: _____

Reviewer No.: _____

Final Class: _____

Clerk to enter information in the order shown above. No
need to have pre-printed cards at this time.